

## One Bromley Local Care Partnership Board

**DATE: 5 July 2022**

<b>Title</b>	<b>Draft Terms of Reference for One Bromley Local Care Partnership Board</b>	
This paper is for <b>approval</b> .		
Executive Summary	<p>This paper sets out the Terms of Reference for One Bromley Local Care Partnership Board.</p> <p>The Health and Social Act (2022) which has received Royal Assent sets out the importance of primacy of place in the delivery of integrated care, recognising that experience shows the benefits of driving joint working at a Borough level, working with partners across Health and Care, including the voluntary and community sector.</p> <p>Following the Integrated Care Board (ICB) implementation on the 1<sup>st</sup> July 2022, there is a requirement to establish a Local Care Partnership in each of the boroughs of South East London.</p> <p>In Bromley, the Local Care Partnership is One Bromley which will be an established committee of South East London Integrated Care Board and will lead on integration and innovation in community-based services in boroughs and neighbourhoods.</p> <p>One Bromley will act as the highest level for the governance procedures in Bromley and as an effective body for transacting business and decision-making.</p> <p>These terms of reference include the committee's remit, governance arrangements, membership and processes.</p>	
Recommended action for the Committee	One Bromley Local Care Partnership Board is asked to approve the Terms of Reference for One Bromley Local Care Partnership.	
Potential Conflicts of Interest	These will be managed through the SEL ICB conflicts of interest policy.	
Impacts of this proposal	Key risks & mitigations	N/A
	Equality impact	N/A
	Financial impact	N/A

Wider support for this proposal	Public Engagement	This is an internal process, and no patient engagement has thus taken place with respect to the process.
	Other Committee Discussion/ Internal Engagement	These terms of reference have been produced collaboratively with partners and presented to the Borough Based Board and Senior Management team, including clinicians, Executives and Senior members of the Borough.
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Executive sponsor:	Dr Angela Bhan, Place Executive Lead	



## NHS South East London Integrated Care Board

### Bromley Borough

## One Bromley Local Care Partnership Committee

# Terms of Reference

### DRAFT VERSION

28 June 2022

#### 1. Introduction

- 1.1 The One Bromley Local Care Partnership committee [the “committee”] is established as a committee of the South East London Integrated Care Board and Bromley Council and its executive powers are those specifically delegated in these terms of reference. These terms of reference can only be amended by the ICB Board.
- 1.2 These terms of reference set out the role, responsibilities, membership, and reporting arrangements of the committee under its terms of delegation from the ICB Board and Bromley Council.
- 1.3 All members of staff and members of the ICB are directed to co-operate with any requests made by the One Bromley Local Care Partnership committee.

#### 2. Purpose

- 2.1 The committee is responsible for the effective discharge and delivery of the place-based functions<sup>1</sup>. The committee is responsible for the following functions:
  - a. One Bromley Local Care Partnership Board is responsible for the effective planning and delivery of place based services to meet the needs of the local population in line with the ICB’s agreed overall planning processes. There is a specific focus on community based

<sup>1</sup> As defined by the South East London Integrated Care Board

care and integration across primary care, community services and social care. The Board, through the Place Executive Lead, is expected to manage the place delegated budget, to take action to meet agreed performance, quality and health outcomes, ensuring proactive and effective communication and engagement with local communities and developing the Local Care Partnership. The Board will ensure it is able to collaborate and deliver effectively, within the partnership and in its interactions with the wider ICS.

- b. The One Bromley Local Care Partnership will support and secure the delivery of the ICS's strategic and operational plan as it pertains to place, and the core objectives established by the One Bromley Local Care Partnership for their population and delegated responsibilities.
- c. The One Bromley Local Care Partnership plays a full role in securing at place, the four key national objectives of ICSs, which are to improve outcomes in population health and healthcare, tackle inequalities in outcomes, experience and access, enhance productivity and value for money and to help the NHS support broader social and economic development, aligned to ICB wide objectives and commitments as appropriate.
- d. The One Bromley Local Care Partnership will ensure representation and participation in the wider work of the ICS and Integrated Care Board, contributing to the wider objectives and work of the ICS as part of the overall ICS leadership community.
- e. As far as it is possible, it is the intention that decisions relating to Bromley will be made locally by the One Bromley Local Care Partnership.
- f. This committee will have responsibility for the planning, monitoring and delivery of local services, as part of the overall strategic and operational plans of the ICB Board:
  - Primary care services
  - Community services
  - Client group services
  - Medicines Optimisation related to community based care
  - Continuing Healthcare
- g. The One Bromley Local Care Partnership Board will be the prime committee for discussion and agreement for its agreed specific local funding and functions and will work as part of South East London ICB.
- h. The committee has a responsibility to manage the delivery of the annual delivery plan, the associated budget and performance for the

areas in scope, ensuring that best value and optimal outcomes are delivered in these areas. The committee has a responsibility to ensure effective oversight of its delivery plan, associated budget and performance and for escalating to the SEL ICB if material risks to the delivery of plans are identified.

- i. A purpose of the committee is to provide assurance to the ICB on the areas of scope and duties set out below.

### 3. Duties

- 3.1 **Place-based leadership and development:** responsibility for the overall leadership and development of One Bromley Local Care Partnership to ensure it can operate effectively and with maturity, work as a collective and collaborative partnership and secure its delegated responsibilities with appropriate governance and processes, development and relationship building activities and meaningful local community and resident engagement. One Bromley Local Care Partnership also needs to support the Place Executive lead to ensure they are able to represent LCP views effectively whilst also considering the needs of the wider ICS. One Bromley Local Care Partnership will provide Bromley based leadership, challenge, oversight and guidance to the Primary Care Oversight Group for the delivery of primary care services in Bromley. One Bromley Local Care Partnership will have oversight on the Contracts and Procurement Sub-Committee which will provide assurance on contracts and procurement activities to One Bromley Local Care Partnership and will identify and manage organisational and strategic risks related to these areas.
  
- 3.2 **Planning:** Responsibility for ensuring an effective place contribution to ICP/B wide strategic and operational planning processes. Ensuring that the One Bromley Local Care Partnership develops and secures a place based strategic and operational plan to secure agreed outcomes and which is aligned with the Health and Wellbeing strategic plan and underpinned by the Joint Strategic Needs Assessment (JSNA) and a Section 75 agreement. One Bromley Local Care Partnership must ensure the agreed plan is driven by the needs of the local population, uses evidence and feedback from communities and professionals, takes account of national, regional and system level planning requirements and outcomes, and is reflective of and can demonstrate the full engagement and endorsement of the full One Bromley Local Care Partnership. Produce and implement an annual delivery plan aligned to the ICB's strategic plans and objectives. Monitor and manage the delivery of this plan, in line with agreed outcomes and indicators of delivery

- 3.3 **Delivery:** Responsibility for ensuring the translation of agreed system and place objectives into tangible delivery and implementation plans for the One Bromley Local Care Partnership. One Bromley Local Care Partnership will ensure the plans are locally responsive, deliver value for money and support quality improvement. One Bromley Local Care Partnership will develop a clear and agreed implementation path, with the resource required whilst ensuring the financial consequences are within the budget of the LCP and made available to enable delivery.
- 3.4 **Monitoring and management of delivery:** Responsible for ensuring robust but proportionate mechanisms are in place to support the effective monitoring of delivery, performance and outcomes against plans, evaluation and learning and the identification and implementation of remedial action and risk management where this is required. This should include robust expenditure and action tracking, ensure reporting into the ICS or ICB as required, and ensure local or system discussions are held proactively and transparently to agree actions and secure improvement where necessary. One Bromley Local Care Partnership will ensure delegated budgets, including running costs are deployed effectively and within the agreed envelope
- 3.5 **Governance:** Responsible for ensuring good governance is demonstrably secured within and across One Bromley Local Care Partnership's functions and activities as part of a systematic accountable organisation that adheres to the ICB's statutory responsibilities and adheres to high standards of public service, accountability and probity (aligned to ICB governance and other requirements). Responsibility for ensuring the One Bromley Local Care Partnership complies with all legal requirements, that risks are proactively identified, escalated and managed.
- 3.6 **Transformation:** To provide overall leadership, guidance and control to the local transformation programme led through the One Bromley Executive Sub-Committee, ensuring agreed outcomes are delivered.

#### **4. Accountabilities, authority and delegation**

- 4.1 One Bromley Local Care Partnership Committee is accountable to the Integrated Care Board of the SEL Integrated Care System.

#### **5. Membership and attendance**

- 5.1 Core members of the committee will include representatives of the following:

- a. Joint Chairs - Leader of Bromley Council and Clinical Lead for One Bromley
- b. Borough Lay member
- c. Local Care Partnership Place Executive Lead
- d. Local authority Portfolio Holder for Adult Care & Health
- e. Local authority adult social care
- f. Local authority children's services
- g. Local authority public health
- h. Two PCN Clinical Directors with one vote between them
- i. Community services providers
- j. Mental health services providers
- k. Acute services providers
- l. VCSE sector, BTSE
- m. Hospice sector
- n. Bromley GP Alliance

5.2 Non-voting members in attendance will include:

- a. Local LMC representative
- b. Local Healthwatch representative
- c. Assistant Director of Integrated Planning and Commissioning
- d. One Bromley Integrated Care Programme Director
- e. One Bromley Borough Director of Organisational Development

5.3 The SEL ICB Accountable Officer, Chief Financial Officer and other South East London ICB executive directors may attend, as may Bromley Council's CEO, and relevant senior officers.

**6. Chair of the meeting**

- 6.1 The meeting will be chaired jointly by One Bromley Local Care Partnership Clinical Lead and the Leader of Bromley Council.
- 6.2 If the presiding chair is temporarily absent, for example on the grounds of conflict of interest, a deputy chair shall be identified and preside.

**7. Quorum and conflict of interest**

- 7.1 The quorum of the committee is at least 50% of the following must be present:

- a. Joint Chairs - Leader of Bromley Council and Clinical Lead for One Bromley
- b. Borough Lay member
- c. Local Care Partnership Place Executive Lead
- d. Local authority Portfolio Holder for Adult Care & Health
- e. Local authority adult social care
- f. Local authority children's services
- g. Local authority public health
- h. Two PCN Clinical Directors with one vote between them
- i. Community services providers
- j. Mental health services providers
- k. Acute services providers
- l. VCSE sector, BTSE
- m. Hospice sector
- n. Bromley GP Alliance

7.2 In the event of quorum not being achieved, matters deemed by the chair to be 'urgent' can be considered outside of the meeting via email communication.

7.3 The committee will operate with reference to NHS England guidance and national policy requirements and will abide by the ICS's standards of business conduct. Compliance will be overseen by the chair.

7.4 The committee agrees to enact its responsibilities as set out in these terms of reference in accordance with the Seven Principles of Public Life set out by the Committee on Standards in Public Life, the Nolan Principles which are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

7.5 Members will be required to declare any interests they may have in accordance with the ICB Conflict of Interest Policy. Members will follow the process and procedures outlined in the policy in instances where conflicts or perceived conflicts arise.

## **8. Decision-making**

8.1 The aim of the committee will be to achieve consensus decision-making wherever possible. If a vote is required, the core members and the Chair are the voting members of the One Bromley Local Care Partnership. Core members are expected to have a designated deputy who will attend the formal One Bromley Local Care Partnership meetings with delegated authority as and when necessary.

## **9. Frequency**

- 9.1 The committee will meet once every two months (in public) with ability to have closed session as Part B in addition to this. When meeting in public, One Bromley Local Care Partnership will be open to public questions at the end of the meeting.
- 9.2 All members will be expected to attend all meetings or to provide their apologies in advance should they be unable to attend.
- 9.3 Members are responsible for identifying a suitable deputy should they be unable to attend a meeting. Arrangements for deputies' attendance should be notified in advance to the committee Chair and meeting secretariat.
- 9.4 Nominated deputies will count towards the meeting quorum as per the protocol specified in the ICS constitution, which means individuals formally acting-up into the post listed in the membership shall count towards quoracy and deputies not formally acting-up shall not.

## **10. Reporting**

- 10.1 Papers will be made available five working days in advance to allow members to discuss issues with colleagues ahead of the meeting. Members are responsible for seeking appropriate feedback.
- 10.2 The committee will report on its activities to ICB Board. In addition, an accompanying report will summarise key points of discussion; items recommended for decisions; the key assurance and improvement activities undertaken or coordinated by the committee; and any actions agreed to be implemented.
- 10.3 The minutes of meetings shall be formally recorded and reported to the NHS ICB Board and made publicly available.
- 10.4 For the purpose of performance assurance for contracts delegated to the borough from the ICB Board, to report to the ICB's Integrated Governance and Performance Committee on risks, performance variance and the actions planned to deliver and sustain improvement.

## **11. Committee support**

- 11.1 The embedded governance and admin team will provide business support to the committee. The meeting secretariat will ensure that:

- Draft minutes are shared with the Chair for approval within three working days of the meeting.
- Draft minutes with the Chair’s approval will be circulated to members together with a summary of activities and actions within five working days of the meeting.
- Compilation of the annual work plan is produced
- Agreement of the agenda with the Chair and Place Lead
- Collation of papers

## 12. Review of Arrangements

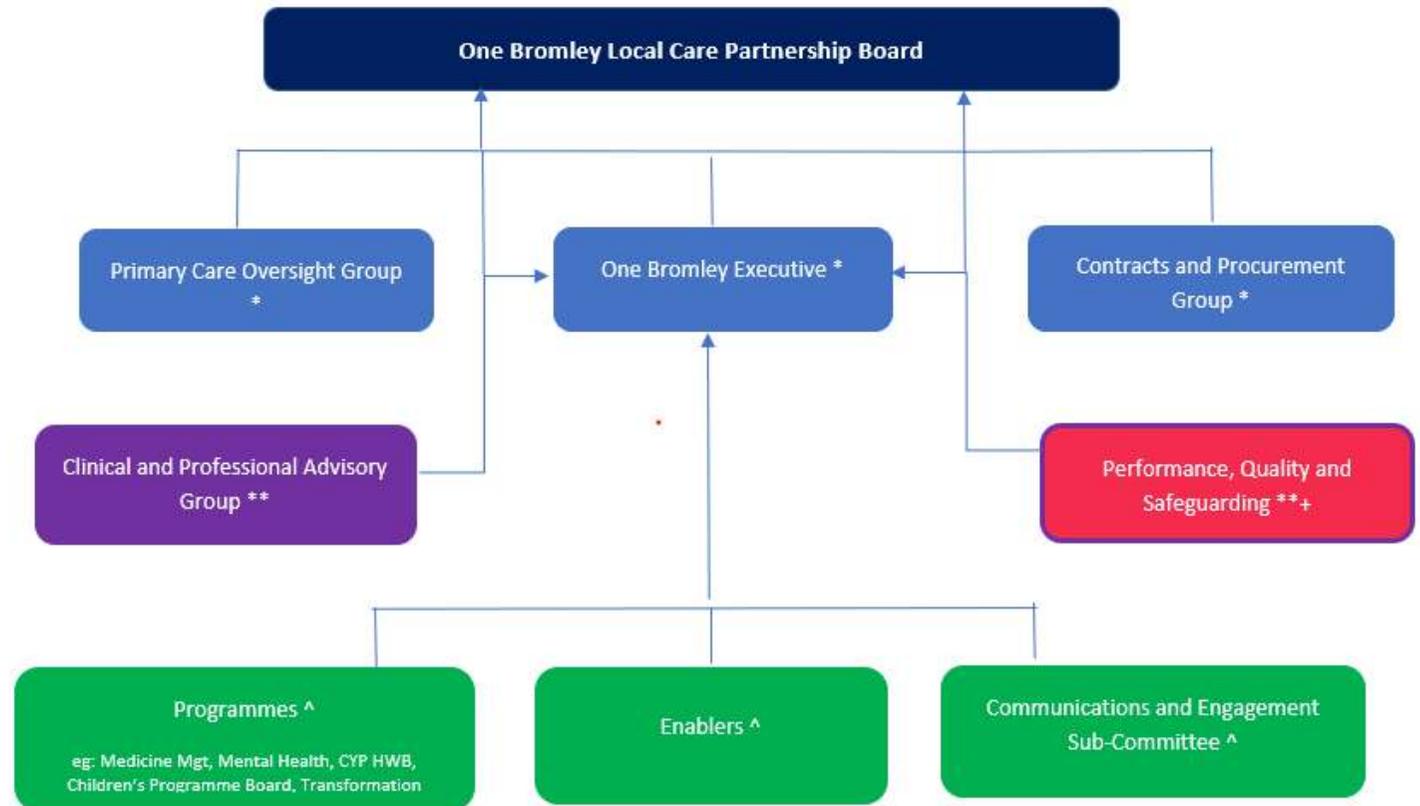
- 12.1 The committee shall undertake a self-assessment of its effectiveness on at least an annual basis. This may be facilitated by independent advisors if the committee considers this appropriate or necessary.

## 13. Glossary

<b>CCG</b>	Clinical Commissioning Group
<b>SEL</b>	South East London
<b>ICB</b>	Integrated Care Board
<b>ICP</b>	Integrated Care Partnership
<b>ICS</b>	Integrated Care System
<b>LCP</b>	Local Care Partnership, in Bromley, this is called One Bromley
<b>KCH</b>	Kings College Hospital
<b>PRUH</b>	Princess Royal University Hospital
<b>BTSE</b>	Bromley Third Sector Enterprise
<b>VCSE</b>	Voluntary Community Sector Enterprise
<b>BGPA</b>	Bromley General Practice Alliance
<b>PCOG</b>	Primary Care Oversight Group
<b>CPAG</b>	Clinical and Professional Advisory Group
<b>LMC</b>	Local Medical Committees

# Appendix 1: Proposed Structure Chart

## Proposed structure for One Bromley Local Care Partnership (LCP) Board and Sub-Committees



**Key**

- \* Reports directly to One Bromley LCP Board
- \*\* Reports to One Bromley LCP Board and Executive
- \*\*\* Assurance and decision-making Committee
- ^ Sub-Committees report to One Bromley Executive

<sup>1</sup> As defined by the South East London Integrated Care Board